

MILESTONES IN IMPLEMENTING NEW RETIREMENT PROGRAMJune - December 1986

- Initiate meetings of Policy Group and Working Group for new retirement system and establish milestones for each group. June 86
- Identify actions that must be taken to implement new retirement system within OP, OF and OIT and resources required for implementation. June 86
- Develop policy and procedures for administration of retirement system i.e. payroll deductions, thrift plan deductions, refunds of contributions, employee transfers, claims for retirement, etc. June-August 86
- Initiate program to familiarize employees and components with features of the new retirement system. June-August 86
- Identify automation requirements for implementing new system and begin modifications/development efforts. June-July 86
- Initiate writing of new Agency regulations and procedures for administration of new system. June-August 86
- Meet with OPM representatives to discuss Agency requirements and determine implementation procedures. July 86
- Discuss Agency requirements with the Federal Retirement Thrift Board and determine procedures that the Agency must follow to satisfy Board policies. July 86
- Coordinate and obtain internal approval of new regulations and procedures relating to implementation of new system. August-September 86
- Submit regulations to Congressional Oversight Committees for approval. 1 October 86
- ① Conduct employee seminars on Thrift Savings Plan options. November 86
- Train OP and OF employees involved in administering the new retirement program on the new regulations and procedures. December 86
- Complete modification/development of automated systems and initiate testing and training on new systems. December 86

January - July 1987

- Implementation of in-house procedures and deductions for Thrift Savings Plan and new retirement program begins. 1 January 87
- Establish procedures for employees retirement to transfer to FERS. February 87
- Conduct seminars for employees interested in transferring to new retirement system. May 87
- Conduct seminars on Thrift Savings Plan for employees currently in CSRS and CIARDS prior to start of open season in July 1987. June 87
- Initiate processing of employees transferring to FERS. July 87